

**FAIR OAKS BUILDING 200  
EMERGENCY PROCEDURES  
For employees**

**EMERGENCY NUMBER --4-4581 x 4262  
IF NO ANSWER CALL -----9-911**

**FIRE**

If a fire is verified, alert others in the immediate area.

If more than one person is in the area:

- One must call **EMERGENCY NUMBER 4-4581x 4262** to report the situation and remain on the phone if requested.
- Another should locate a fire extinguisher and attempt to put out the fire.
- If you are alone, you must decide which to do first depending upon the situation or the extent of the fire. If the fire is small or confined and you are trained, attempt to extinguish with a fire extinguisher. If you extinguish the fire on your own or with others, you must call **EMERGENCY NUMBER -- 4-4581 x 4262** for them to report the incident to the Frankfort Fire Department.
- Pull a fire pull station only if instructed by the party at **EMERGENCY NUMBER 4-4581 x 4262**.
- If you are told to evacuate, exit only by stairwells; elevators will be reserved for disabled employees and the Frankfort Fire Department personnel.
- Disabled persons will be assisted to the elevators by the floor monitors for pick up.
- If the mechanical fire alarm sounds, prepare to evacuate the building but if possible, wait for the announcement. There may be areas in and around the building you need to avoid.

**BUILDING EVACUATION**

If you are instructed to evacuate:

- Evacuate by the nearest exit.
- Remain calm and assist others as needed.
- Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.
- Do not attempt to move UP the stairwell or return to your work station.
- Move out and away from the building to the safe assembly area (see map for location of the safe assembly area) and stay 300 feet from the building.
- Be on the alert for incoming emergency vehicles as you are evacuating the building.
- Do not leave the safe assembly area until the all clear is announced.
- Stay with your evacuation group for a head count by section/unit supervisors.

## **MEDICAL**

If illness or injury occurs in your area:

Render whatever aid you can, moving the patient as little as possible.

- Call 9-911 and explain the problem. Please try to be as specific as possible and give the exact location of the individual(s) needing help. Stay on the phone if requested.
- Be prepared to meet or have someone meet emergency personnel at your floor.
- Provide privacy to the injured or ill person from on-lookers.
- If you have called **9-911** without contacting **EMERGENCY NUMBER 4-4581 x 4262** call immediately to notify and/or for other assistance. This will allow the individual receiving the call to implement the proper medical emergency procedures.

## **SEVERE WEATHER**

- Call **EMERGENCY NUMBER 4-4581 x 4262** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if asked to do so.
- If you receive an announcement to seek shelter please evacuate to the area designated as TORNADO SHELTER. The TORNADO safe areas for 200 Fair Oaks are in the center hallways on the floor on which you work. The exception is those people that work on the 5<sup>th</sup> floor. They should evacuate to the 3<sup>rd</sup> floor, training room A.
- Remember your options: interior hallways on the floor wherever you are except the 5<sup>TH</sup> floor (see above) or get under something sturdy as a last resort. Stay away and clear of all glass.

## **EARTHQUAKE**

- Keep calm. Don't run or panic. Stay where you are.
- If you are indoors, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building away from windows and outside doors.
- If outside, stay in the open away from buildings and utility wires.
- Do not attempt to leave the building unless instructed by emergency personnel at your facility.
- Do not use candles, matches or other open flames.
- Prepare for an after shock of equal intensity in most cases.

## **BOMB OR OTHER SECURITY THREATS**

- If you receive a threat by telephone, try to obtain the maximum information from the caller (see check list). Keep the caller on the line as long as possible. Refer to the threat check list accompanying these procedures which provides the type questions you should ask the caller.
- Immediately report the threat to person answering at **EMERGENCY NUMBER 4-4581 x 4262** and remain on the line for instructions.
- Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from the person at **EMERGENCY NUMBER 4-4581 x 4262**.
- You may be asked if you notice anything that is unusual or out of place in your area. If you do, do not disturb the item and call, **EMERGENCY NUMBER 4-5481 x 4262**.
- A decision will be made based upon the information provided. If an evacuation is ordered please follow instructions closely and leave the building to the safe assembly area.

## **WORKPLACE VIOLENCE**

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Security.
- This includes verbal and physical harassment, verbal and physical threats and any actions that may cause others to feel unsafe in our workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Security at **4-2164**.
- All threatening incidents will be investigated by management and documented in personnel files.
- A sample violence documentation form is enclosed for your use should an incident occur.
- Call **Fair Oaks security 4-2164** if assistance is needed.

Report all other incidents to **EMERGENCY NUMBER- 4-5481 x 4262** that are not covered in these procedures.

If you have any questions please contact **EMERGENCY NUMBER 4-4581x 4262** or Ron Hacker at **564-3000 EXTENSION 233**.

## QUESTIONS TO ASK----BOMB THREAT

1. When is the threat going to occur? \_\_\_\_\_
2. Where will it happen? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### CALLERS VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar ,whom did it sound like? \_\_\_\_\_

Was there any background noises? \_\_\_\_\_

\_\_\_\_\_**REMARKS**\_\_\_\_\_

Person receiving call: \_\_\_\_\_

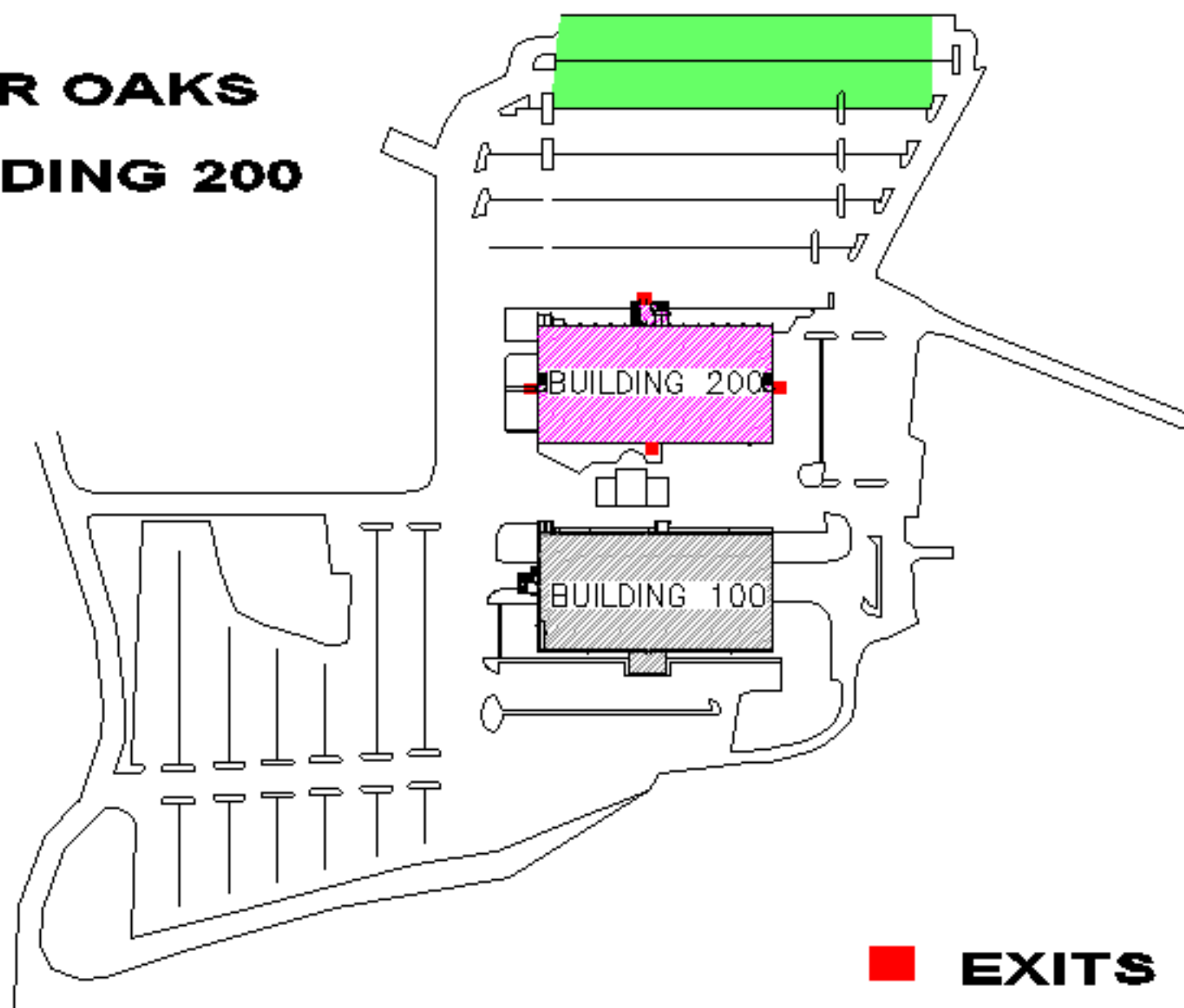
Telephone number where call received : \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: 3-6806 X O



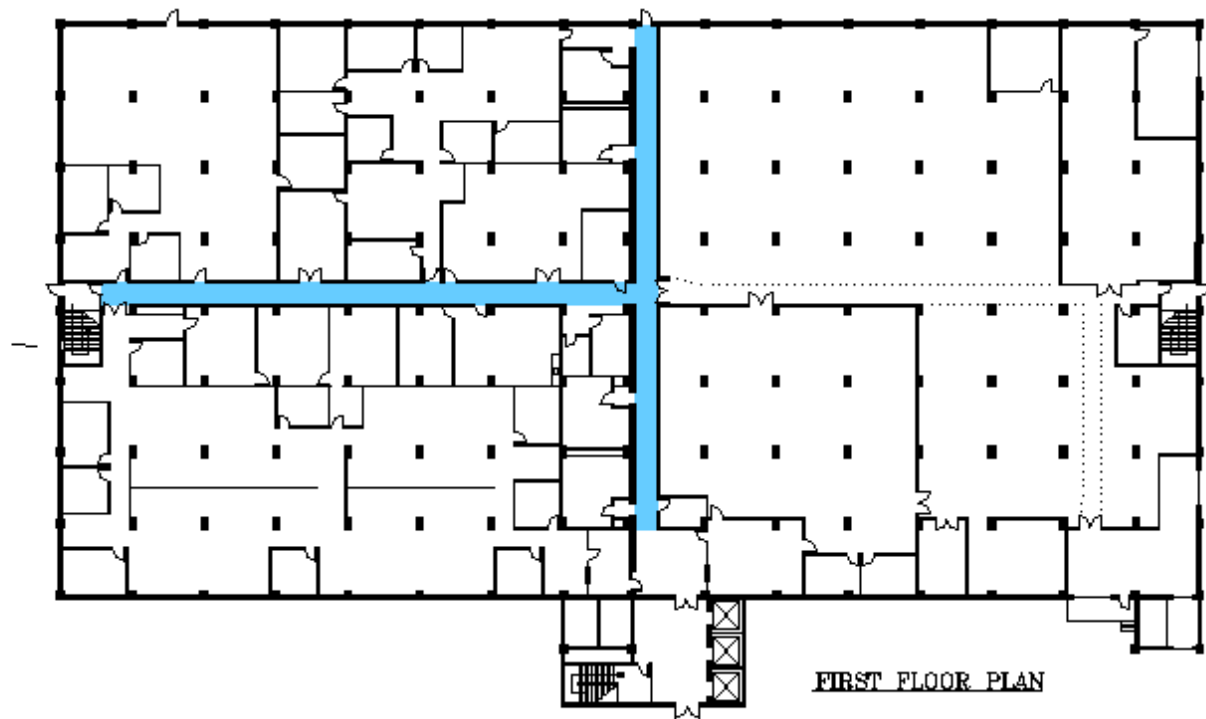
**FAIR OAKS  
BUILDING 200**



**■ EXITS**

**■ SAFE ASSEMBLY AREAS**

## FAIR OAKS BUILDING 200



**TORNADO SHELTER AREA**

### SAMPLE VIOLENCE DOCUMENTATION FORM

<b>Date/Time of Incident:</b>	<b>Date/Time Reported:</b>
<b>Reported to:</b>	<b>Reported by:</b>
<b>Location:</b>	<b>Type of Incident:</b>
<b>Perpetrator:</b>	<b>Victim:</b>
<b>Witnesses:</b>	
<b>Describe the incident:</b>	
<b>List actions taken in response:</b>	

**Report Prepared by:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_